

	Northwestern Band of the Shoshone Nation Housing Services	
	Policy & Procedures Manual Transfer Policy	
	Revision Number & Date Version Number 2 – 9 April 2024	Document Control Number NWBSN HS-PM-T-002

Transfer Policy

Policy Statement

The purpose of the Transfer Policy is to ensure that movement between units is made in a fair, safe and conscientious manner. Tenants may request a transfer or may be requested or required to move based on needs of the Housing Program and/or family composition changes regarding eligibility for size of unit. Transfers for convenience of a tenant related to job or medical condition will also be considered. Transfers from current rental unit to a new, updated, upgraded or remodeled unit may be considered depending on the needs of the program and all impacted parties.

1. All requests for transfers must be submitted in writing to the Northwestern Band of the Shoshone Nation Housing Services office stating the reason for the transfer.
2. Request for transfers will be approved by the Housing Service Director.
3. Tenant account must be paid in full / in good standing before the transfer can be made, including any outstanding damage or cleaning charges.
4. Tenant's unit will be inspected for damage and upkeep prior to the transfer.
 - a. Transfer from one unit to another may require the collection of a new Security Deposit and/or Pet Deposit(s). This deposit will be made known to the tenant prior to acceptance of the move.
 - b. Units with damage above and beyond normal wear and tear will be charged to the tenant as stated in the Maintenance Operations Policy. These damages, if found after move-out, will be billed on the next billing cycle. If damages are found that are tenant caused by willful abuse or neglect, and the transfer moves forward, tenant's will be required to forfeit their original Security Deposit and/or Pet Deposit(s) to cover the cost of damages, pay for any additional damage charges and will be responsible for further damages found after move-out / transfer.

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- c. If a deposit is required, and the move is for convenience of the tenant, they may withdraw their request to transfer units.

5. Tenant(s) shall transfer /move within five (5) business days of notice of approved transfer.

6. In the event personal belongings are left in the unit, the Maintenance Department will notify the tenant to schedule a time for removal. If belongings are not removed within twenty-four (24) hours following the transfer, the belongings will be removed to the local refuse area.

7. When a transfer is requested to a larger unit because of foster care children, a license as a foster care parent must be submitted to the NWBSN Housing Services office with the request for transfer.

8. Transfers may be requested by the Housing office to a tenant when a tenant's family no longer qualifies for the unit in which they are occupying, either due to an increase or decrease in the family composition.

9. Priorities for approval of transfers are as follows:
 - a. Tenant families that have decreased or increased in size and they no longer qualify for the units they occupy.

 - b. Transfer based on medical necessity (i.e. – adjustment to provide adequate and safe accommodations due to age or disability where stairs are concerned.) Such a request must come from the tenant to avoid the appearance of relocation targeted solely at ageism or perceived disability.

 - c. Transfers made from one district to another due to medical or job-related reasons.

 - d. Tenant request for move to a new/updated / upgraded or remodeled unit will only be considered when all other needs are met. This request will always result in the collection of a new Security Deposit and/or Pet Deposit(s).

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REVISION HISTORY

The **Transfer Policy** was **ADOPTED** by the Northwestern Band of the Shoshone Nation Housing Authority Board of Commissioners on **29 November 1997**. Motion was made by **Curtis Warner** and seconded by **Lila Jones**.

- Motion carried by 3 YES and 0 NO, and 0 ABSTENTION & 2 ABSENT.

The **Transfer Policy** was **UPDATED** by Vote of the Northwestern Band of the Shoshone Nation Housing Services Board of Commissioners on **9 April 2024**. Motion was made by **Shane Warner** and seconded by **Dennis Alex**.

- Motion carried by 5 YES, and 0 NO, and 0 ABSTENTIONS, and 0 ABSENT.

 _____ Director – Housing Services	4-9-24 _____ Date	 _____ Housing Board Member	4/9/24 _____ Date
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The **Transfer Policy** was further formalized by Resolution **04-19-2024-04** of the Northwestern Band of the Shoshone Nation Tribal Council on **19 April 2024**. Motion was made by **Shane Warner** and seconded by **Cale Worley**.

- Motion carried by 7 YES and 0 NO, and 0 ABSTENTION AND 0 ABSENT.



Dennis A. Alex
Chairman

Bradley J. Parry
Vice Chairman

NORTHWESTERN BAND OF THE SHOSHONE NATION
2575 Commerce Way
Ogden, Utah 84401

**RESOLUTION OF
THE NORTHWESTERN BAND OF THE SHOSHONE NATION
HOUSING SERVICES Resolution Number 04-19-2024-04**

Approving a Transfer Policy UPDATE for the NWBSN Housing Services.

At a duly called meeting of the Tribal Council of the Northwestern Band of the Shoshone Nation on **19 April 2024**, the following resolution was presented:

WHEREAS: The Tribal Council is the governing body of the NWBSNHS with the authority to adopt laws and rules to govern Housing Services; and

WHEREAS: The NWBSN Housing Services is a Tribal Program authorized to manage homeownership and rental housing programs and such management requires the adherence to Policies and Procedures set forth by The Department of Housing and Urban Development; and

WHEREAS: The Housing Services Board of Commissioners has received and reviewed an updated Transfer Policy at a duly called meeting on 9 April 2024 as prepared by the Housing Services Director and has been approved by vote of a quorum of the Housing Services Board of Commissioners.

Vote of 5 in favor, 0 opposed, 0 abstentions and 0 absent on 9 April 2024.

NOW THEREFORE, BE IT RESOLVED that the NWBSN Tribal Council hereby approves the Transfer Policy as reviewed and corrected. (See Attached)



Dennis A. Alex
Chairman

Bradley J. Parry
Vice Chairman

NORTHWESTERN BAND OF THE SHOSHONE NATION
2575 Commerce Way
Ogden, Utah 84401

Authority for this resolution was duly adopted by the Tribal Council of the Northwestern Band of the Shoshone Nation at a duly called meeting on **19 April 2024**, by a vote of 7 in favor (DA, BP, AM, KH, JW, SW, CW), 0 Opposed, 0 Absent, 0 Abstain; pursuant to the authority contained under Article VI, Section 1 & 2 and Article XI, Section 2 of the Tribal Constitution and By-laws approved August 24, 1987; Tribal Housing Ordinance, ORD-95-001, Amended 09 April 1996.

DATED: 19 April 2024



DENNIS A. ALEX, CHAIRMAN
CERTIFICATION:

I HEREBY CERTIFY that the foregoing resolution was passed while a quorum of the Tribal Council was present by a vote of 7 in favor, 0 opposed, 0 abstentions on the date this bears.



Alicia Martinez, Secretary

